

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DED01422997
POSITION NO: 241020
POSITION TITLE: Senior Economic Development Specialist

DATE POSTED: 03/08/22
CLOSING DATE: 03/21/2022 by 5pm

DEPARTMENT NAME / WORKSITE:		Ft. Defiance Business Development / St. Michaels, AZ	
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>8:00 AM - 5:00 PM</u>	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
NON-SENSITIVE	<input checked="" type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>

NO. OF HRS./WK.:	<u> </u>	GRADE/STEP:	<u>BQ66A</u>
		\$	<u>53,431.92</u> PER ANNUM
		\$	<u>25.59</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Under general supervision of the Program Manager, performs work of considerable difficulty and complexity to ensure compliance to Navajo Nation Business Site Leasing Act of 2005; Negotiates and prepares contracts, business site leases, professional service contracts and agreements with outside entities and tenants; Prepares business plans and financial projections for clients applying for business loan or business site lease; Administers contracts and funds for approved projects in compliance to terms and condition of the fund; Promotes economic development programs and provides technical advice and training at workshops, orientations, and conferences; Prepares bid advertisements and requests for proposals; Reviews and analyzes a variety of business and industrial proposals with regard to potential joint venture, management agreements and compliance with the Navajo Business Preference Program; Attends pre-bid, bid opening and pre-construction meetings; Recommends approval or denial of proposals and applications for certification/recertification with Navajo Business Opportunity Act; On assigned construction projects, monitors and reviews documents, field orders, change orders and inspection reports to ensure proper clearances, environmental assessments and right-of-way agreements; Conducts site visit to monitor progress and compliance; Maintain log and records to document findings; Coordinates and conducts economic development related training, workshops and seminars; Prepares related presentation material (PowerPoint); Speaks publicly to gather and provide economic development related information; Resolves complaints and engenders support for project objectives; Analyzes and evaluates requests for assistance from chapters and clientele; and other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's Degree in Business Administration, Economics or closely related field; and four (4) year experience in economic development and management.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the valuation, principles and practices of business loan packaging;
Knowledge of projects and program planning, development and evaluation.
Knowledge of business startup planning, development and operation;
Knowledge of economic and feasibility studies development.
Knowledge of business activities laws, regulations, and guidelines of the Navajo Nation government;
Skill in oral and written communications and presentations (must be bilingual);
Skill in understanding and interpreting complex private business activity laws, rules, regulations, policies, and guidelines;
Ability to create business and financial plans;
Ability to negotiate business site leases and seek additional funds; and
Possess skills in analysis and evaluation of business plans, understanding financial statements, etc.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.